



HUMAN RESOURCES, Texas Commission on Fire Protection  
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JOB ANNOUNCEMENT

ACCOUNTANT III / 1016		GROUP B-17	JOB NO. 20131002
APPLICATION DATES:	November 4, 2013 - Until filled	MONTHLY SALARY:	\$3,417.00 - \$3,834.00
LOCATION:	Austin, Texas	TRAVEL:	Less than 15%

JOB SUMMARY

Performs journey-level accounting work. Work involves preparing financial statements, records, documents and reports. Typical duties include: managing and processing payments for Travel and Procurement Card accounts and other travel expenses; assisting with the agency’s contracts; reviewing transactions for procurement vouchers and revenue deposits; researching and reconciling financial transactions and systems. Works under general supervision with limited latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Process rental car invoices – Audit and process weekly invoices; verify rental car expenses on travel vouchers, prepare payment documents, and enter into automated system; audit and process payments for Citibank Travel Account and procurement card; review and prepare revenue (checks) for deposits - prepare deposit slips for checks received, and/or verify checks and prepare batches for deposit to treasury; review transactions for procurement vouchers, travel vouchers, and revenue deposits entered into automated system.
- Perform business errands to local state agencies several times per week, on an ongoing basis.
- Assist contract manager with the maintenance of agency contracts – may administer, monitor, maintain and integrate current information for all vendor contracts (leases and purchase agreements); Research, verify and prepare journal vouchers for corrections (expenditures reclassification/transfer), and for approved revenue refunds, expenditure refunds, and returned checks.
- Audit, research and reconcile financial documents and systems – review daily entries made in the internal accounting systems and in USAS to ensure accurate update.
- Process Quarterly Binding Encumbrances and Payables journals for entry; maintain updated Policies and Procedures for Travel; research and assist staff with inquiries related to travel policies and travel processes; perform related work as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university. Directly relevant experience may substitute for education.
- Experience working with accounting principles and procedures, and budget controls.
- Experience performing complex accounting transactions, interpreting laws and regulations, and interpreting and applying accounting theory.
- Experience reviewing work for accuracy.
- Experience communicating and interacting effectively with internal and external customers, and responding to inquiries in a timely manner.
- Experience working as a collaborating team member.
- Experience exhibiting professional demeanor.

PREFERRED QUALIFICATIONS

- Graduation from an accredited four-year college or university with major coursework in accounting, banking, finance, or related field.
- Working knowledge of the Uniform Statewide Accounting System (USAS).
- Experience in processing and monitoring expenditures (travel and procurement) in USAS and/or in internal accounting systems.
- Experience supervising and analyzing the work of others.
- Experience reviewing financial records and identifying problems for corrections and reconciliation.

APPLICATION INSTRUCTIONS

Please read the applicant notice at the top of the **EMPLOYMENT LISTINGS** page on our website. *The State of Texas Application for Employment Form* and the *Qualification Data Sheet* for each position are posted there. For this position, the following materials are required. Please submit them via email to [TCEP Human Resources](#):

- 1) Letter of interest
- 2) Completed [State of Texas Job Application](#)
- 3) Completed [Qualification Data Sheet](#)

\*\*\* Please do not scan your documents prior to sending them via email. \*\*\*

**Important Note:** Application packets must include all three (3) documents above in order to be considered complete. Incomplete application packets are not forwarded to selection committee. Applicants whose application packets are complete will receive confirmation from Human Resources.

The Texas Commission on Fire Protection is an Equal Opportunity Employer

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, gender, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.